



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Program Security Management Assistant
(Executive Office)

SOLICITATION No. 12-016

OPENING DATE: March 19, 2012

CLOSING DATE: April 9, 2012 (5pm Baghdad time)

MARKET VALUE: FSN-09 (USD 29,900 – USD 44,852 basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-09. A training grade level, below FSN-09, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

The Program Security Management Assistant at USAID/Iraq is responsible for monitoring critical security information and providing a high level of safety, security and operational support to all USAID direct hire, PSC's, USAID implementing partners and subcontractors. The incumbent works closely with the Partner Security Liaison Advisor (PSLA) and reports directly to the Supervisory Executive Officer at USAID/Iraq.

Major Duties and Responsibilities:

Safety and Security (30%)

The Program Security Management Assistant (PSA) monitors and contributes to the update of USAID safety and security policies and practices and ensures that all personnel including implementing partners comply with USAID, RSO, DoD and laws of the Government of Iraq (GOI) to ensure maximum personnel safety and security. Additionally, the incumbent is responsive to the security needs of implementing partners operating in the field and coordinates activities with the PSLA. In the Regional Offices, the incumbent will be responsible for liaising with RSO, DoD, implementing partners, GOI, and staff from various agencies to support and carry out the PSA responsibilities. The PSA also provides oversight of the daily, weekly and quarterly incident summaries and maintains a database cataloging all critical incidents by date, type and provincial location. Additionally the incumbent provides daily and weekly reports associated with Safety and Security to USAID employees and implementing partners.

Operations and Tracking (30%)

Serves as point of contact for non-routine security matters within USAID/Iraq and serves as the on-the-ground lead for all USAID/SEC initiatives. The Program Security Management Assistant will work with the PSLA to track implementing partner locations and operations as well as incidents and events that could affect the security situation. Ensures that PSLA work is accomplished by following up with them on a daily basis. Attends all meetings related to security issues affecting USAID projects and establishes working relations with

GOI contacts as necessary. The Program Security Management Assistant will receive and consolidate all incident and spot reports as they are provided by implementing partners and access the database containing all critical incidents by date, type and provincial location and responds to incident questions. The Program Security Management Assistant will conduct independent information analysis and will evaluate all information as it relates to political, economic, social, technical, or military conditions as they relate to safety and security of USAID employees and implementing partners. Incumbent may travel to USAID/Iraq program activity implementation sites and other locations strategic to the Mission's programs to assess USAID staff safety and security requirements. The Program Security Management Assistant supports all PSLA efforts.

Information Dissemination (30%)

The Program Security Management Assistant will plan and implement successive steps responding to oral, written or electronic requests from other organizations for information, applying the full range of established security protocols and rules to safeguard sources and Implementing Partners. The Program Security Management Assistant will ensure that daily and weekly incident summaries are disseminated to implementing partners and subcontractors at every level, the RSO, and other offices that are determined to have a "need to know".

Others (10%)

Assists USAID staff with placing and following up on Protective Security Detail (PSD) requests. The incumbent serves as Liaison between USAID and GOI Representatives on matters relating to the security of USAID/Iraq contractors and their activities.

15. Qualifications Required For Effective Performance

- a. Education** (10 points): Completion of secondary school is required.
- b. Prior Work Experience** (25 points): At least 4 years of prior security enforcement or investigative work with the Military, Police, Private Security or a U.S. Government organization is required.
- c. Language Proficiency** (20 points): English Level III (good working knowledge) written and spoken is required. Arabic Level IV (fluent) written and spoken is required.
- d. Job Knowledge** (20 points): A good working knowledge of documentary sources of information and familiarity with Iraqi laws and cultural nuances in addition to a basic understanding of the different sects within Iraq and their current and historical connotations is required. Knowledge of the political situation and security risks particular to Iraq. Knowledge of Embassy's security procedures and operating policies. Demonstrated knowledge regarding what a comprehensive safety and security operations plan should contain and how it should be managed on a day-to-day basis. Knowledge of generic safety and security protocols in high risk environments.
- e. Skills and Abilities** (25 points): Ability to use Microsoft Office software (Word, Excel, Powerpoint) is required. Must be able to effectively collect, synthesize and present information from diverse sources. Ability to build networks with external entities, including other USG agencies, host governments, NGOs and local officials, as well as the host population is required. Must be able to manage sensitive information in a discreet and professional manner. Ability to forecast future safety and security concerns and address planning needs is required.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov